

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Herb Hyman/797-1016

SUBJECT: Resolution

AFFECTED DISTRICT: n/a

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BID FOR WATER METER READING SERVICES.

REPORT IN BRIEF: A competitive bid was conducted for water meter reading services for the daily operation of the Utilities Department. The Town sent out specifications to thirteen (13) prospective bidders. Additionally, the bid was advertised state-wide in Florida Bid Reporting and nationally in BidNet and also posted on the Town's web site. The Town received seven (7) bids. The lowest bidder (Quality Management Services) did not provide satisfactory references (see Utilities Dept. memo). Therefore, the recommendation is for Bermex, Inc. who is the lowest responsive and responsible bidder. The initial contract is a three (3) year agreement with options to renew for two (2) additional one (1) year terms by mutual agreement of the parties. Extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by the Town Council.

PREVIOUS ACTIONS: Not applicable

CONCURRENCES: The recommended award has been reviewed by the Utilities Director and the Bid Specification Committee who concur with the decision to award to Bermex, Inc.

FISCAL IMPACT:

Has request been budgeted? yes

If yes, expected cost: \$48,804.00/yr.

Account Name: Utilities Department-Contractual Services Account

Additional Comments: Not applicable

RECOMMENDATION(S): Motion to approve the resolution.

Attachment(s):

Procurement Authorization

Recommendation memo from Utilities Dept.

Bid Opening Report

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BID
FOR WATER METER READING SERVICES.

WHEREAS, the Town is in need of water meter reading services; and

WHEREAS, the Town solicited sealed bids for such services; and

WHEREAS, after review, the Town Council wishes to accept the bid from Bermex, Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE,
FLORIDA:

SECTION 1. The Town Council hereby accepts the bid from Bermex, Inc. for water meter
reading services in the amount of \$.49/meter totaling \$48,804.00/yr.

SECTION 2. The Town Council hereby authorizes the expenditure from the Utilities
Dept.-Contractual Services Account.

SECTION 3. The initial contract term is three (3) year term with an option to extend the
contract for two (2) additional one(1) year terms by mutual agreement of the parties. Contract
extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by
Town Council.

SECTION 4. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2002

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2002

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER.	BUDGET ITEM & DESCRIPTION	APPROXIMATE COST
Contractual Services 040-1058-536-0306	Meter Reading	\$ 50,000

METHOD OF PROCUREMENT (check the one that applies)

- ☒ Open Competitive Bidding
☐ Piggyback on Contract Number _____
☐ Sole Source
☐ Request For Proposals

SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed _____
Department Head

Have Funds been Reserved RECN. 25754

Date 2/11/02 Signed _____

Signed _____
Town Administrator

VENDOR	BIDS SUBMITTED	COST
* QUALITY MANAGEMENT SERVICES		.42/METER
BERMEX, INC.		.49/METER
SEVERN TRENT-AVATAR UTILITY SERVICES		.56/METER
MUNICIPAL METER READING		.605/METER
NATIONAL EXEMPTION SERVICE, INC.		.65/METER
KEMP SERVICES		5.00/METER
ALL-PRO CONTRACTING GROUP, INC.		8.00/METER
* QUALITY MANAGEMENT SERVICES DID NOT HAVE SATISFACTORY REFERENCES (SEE MEMO FROM UTILITIES DEPT.)		

Signed _____
Procurement Manager

TOWN ADMINISTRATOR'S RECOMMENDATION

Vendor	Cost
BERMEX, INC.	\$.49/METER
Signed _____ Town Administrator	



Administration 797-1030
Administrative Services 797-1020
Budget & Finance 797-1050
Community Services 797-1145
Development Services 797-1111

Engineering 797-1113
Fire Department 797-1090
Police Department 797-1200
Public Works 797-1240
Utilities 433-4000

Town of Davie

6591 Orange Drive Davie, Florida 33314-3399

(954) 797-1000

MEMORANDUM

Utilities Department

TO: Herb Hyman, Procurement Manager

THRU: Carol Menke, Acting Director of Budget and Finance

FROM: William Peele, Superintendent of Operations

THRU: Daniel Colabella, Utilities Director

DATE: March 29, 2002

SUBJECT: Meter Reading Services Contract

After reviewing the bids and contacting references, I do not recommend awarding the contract to the lowest bidder (Quality Management Services - \$.42 per meter). I was unable to make contact with the two references listed by Quality Management Services as "meter reading" references. The one reference that I did speak with indicated that Quality Management Services did not perform meter reading services for them but rather were involved with their company in another capacity.

Due to the lack of actual meter reading experience on the part of Quality Management, I recommend awarding the bid to Bermex, Inc. who was the second lowest bidder at a rate of \$.49 per meter. I received satisfactory responses from the majority of references I contacted regarding meter reading services provided by Bermex.

:hkc

BID NAME: METER READING SERVICES BID OPENING REPORT

BID NUMBER: B-02-55

TIME: 2:07pm

DATE: 3/12/02

ESTIMATED COST: \$50,000/YR.

NO.	CONTRACTOR'S NAME	BID AMOUNT	RANK
1.	QUALITY MANAGEMENT SERVICES	\$.42 cts.	
2.	SEVERN TRENT-AVATAR UTILITY SERVICES	\$.56 cts.	
3.	MUNICIPAL METER READING SERVICE	\$.605 cts.	
4.	BERMEX, INC.	\$.49 cts.	
5.	ALL-PRO CONTRACTING GROUP, INC.	\$ 8.00	
6.	KEMP SERVICES, INC.	\$ 5.00	
7.	NATIONAL EXEMPTION SERVICE, INC.	\$.65 cts.	
8.			
9.			
10.			

REMARKS

NOTE: THE ABOVE BID AMOUNTS HAVE NOT BEEN CHECKED, AND BID TOTALS ARE SUBJECT TO CORRECTION AFTER THE BIDS HAVE BEEN COMPLETELY REVIEWED.

THIS IS ONLY A FINANCIAL RANKING OF ALL THE BIDS RECEIVED. THE USING DEPARTMENT IS RESPONSIBLE FOR REVIEWING THE BIDS FOR COMPLIANCE WITH ALL THE BID SPECIFICATIONS PRIOR TO SUBMITTAL OF LETTER OF RECOMMENDATION.

PURCHASING OFFICIAL: [Signature]
WITNESS: [Signature]

DATE: 3/12/02
DATE: 3/12/02